



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OCCUPATIONAL THERAPY SUPERVISOR

Job Number: 20000984

Job Code: 41620V161016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises para professional and professional staff in implementing the occupational therapy programs; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have three years of experience as an occupational therapist.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed or license eligible by the Kentucky Occupational Therapy Board at the time of appointment. <http://bot.ky.gov/>  
Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.  
Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes and implements occupational therapy activities and programs. Consults with hospital superintendents, administrators and clinical directors in planning and administering an occupational therapy program for new patients and the continuation of such treatment. Consults with physicians, psychologists or social workers on individual treatment and activities for the patient. Interprets and enforces departmental rules, regulations and policies. Participates in the revision or development of policies in relation to occupational therapy. Plans purchases of equipment and supplies. Directs the expansion of therapy activities and provides consultation services as indicated. Develops and implements plans for the professional guidance and development of therapists, student nurses, social workers and other related professions. Conducts staff meetings. Prepares technical reports to medical staff on patients' behavior and progress.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work typically involves walking, standing, bending, lifting and assisting residents.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Possible exposure to infectious wastes and diseases while helping residents. Possibility of falls or strains while assisting residents.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.